COVID-19 Economic Recovery:

The PHAMA Plus Export Business Recovery Initiative

Pilot Phase, Solomon Islands

Request for Proposals

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# The PHAMA Plus Export Business Recovery Initiative (EBRI)

## Context

PHAMA Plus is commercial, export-oriented and inclusive. The program supports Pacific Island Countries to maintain and enhance export market access in several priority sectors. In so doing, the program aims to contribute to improved economic growth and rural livelihoods for over 200,000 households linked to agricultural and horticultural export markets. COVID-19 has disrupted domestic and export markets and is creating challenges for program stakeholders.

COVID-19 is placing significant strains on Pacific Island supply chains and for low income producers and workers within them. In response to this, PHAMA Plus will pilot an Export Business Recovery Initiative (EBRI) in Solomon Islands to support exporters and ensure their most vulnerable workers and producers recover from, and become more resilient to, economic and social shocks.

## Purpose

The EBRI supports the PHAMA Plus purpose, which is to contribute to economic growth and improved livelihoods in the PHAMA Plus countries. It aims to form partnerships with exporters to support them in responding to the challenges and opportunities that COVID-19 presents to their supply chains and build resilience thereafter. Initiatives will need to show positive impact on farming households, vulnerable workers and/or other suppliers.

## Business challenges

The EBRI will support initiatives that address one or more of the following business challenges:

* Adjustments to respond to reduced demand and/or logistical barriers to export markets;
* Improving resilience amongst farm producers to be able to adapt their production to survive periods of reduced demand or disruption of marketing pathways;
* Diversification of supply chains;
* Ensuring availability of workers/suppliers rapidly and ethically;
* Meeting commitments to suppliers and workers;
* Biosecurity issues;
* Safety of workers, particularly those in processing operations, where social distancing may prove challenging; and
* Gender equality, disability and social inclusion measures as the pandemic may have a disproportionately negative impact on female, youth, disabled and socially disadvantaged workers or suppliers.

## Countries

In this pilot phase, the EBRI will support proposals from **Solomon Islands only**.

## Priority sectors

Priority sectors for support will be sawn timber and tree crops (cocoa, coconut, ngali nut). Support may also be considered for measures to improve biosecurity preparedness, respond to biosecurity threats, or to improve the delivery of services that enhance quality and compliance in these sectors or agricultural supply chains more broadly.

## Eligibility

Applications from businesses are preferred. Joint proposals from a consortium of partners are encouraged, however, proposals should include at least one export business. Joint applications are not mandatory.

Industry associations, NGOs, Government agencies or farmer or community groups may be part of the consortium, however, the proposal should have a link to an export pathway.

The following criteria should be met by the lead applicant:

* Registration with a business or other recognised registration/accreditation body in the country of application;
* Established financial history for at least 24 months;
* Be willing and able to provide information and data, including financial information, as required;
* Not listed on sanctions lists, including those published by the Australian Government, New Zealand Government, the World Bank, Asian development Bank or other such organisations.

Only the lead applicant will enter into a contractual agreement with DT Global Australia Pty Ltd (the PHAMA Plus Managing Contractor).

## Funding

The level of funding that may be requested and granted under the Pilot EBRI will be between AUD 50,000 – 100,000 per successful application.

There is a possibility that PHAMA Plus may launch additional rounds in other countries, though this is not guaranteed at the moment.

Applicantswill need to demonstrate their cost-contribution and include it in the application. Cost-contribution may come from all partners involved in the application, not just the lead applicant. The EBRI accepts cost-contribution in cash and eligible in-kind contributions.

Cost-contribution from applicant organisations must be specific to the proposal submitted. Donor funds cannot be counted as part of a partner cost-contribution.

The EBRI is unable to provide funding for taxation purposes. Any taxation requirements are the responsibility of the partner and cannot be paid for with grant funding from the EBRI or the approved partner contribution.

## Period of funding

The proposed initiative may be funded for a maximum period of 18 months. The applicants must specify the implementation period with their application.

# Guidelines for submitting an application

## Application submission

Interested organisations are invited to submit an application in Word or PDF format to [EBRI@phamaplus.com.au](mailto:EBRI@phamaplus.com.au) by 5pm Fiji time, Sunday the 13th of December 2020.

An electronic copy of the application must be emailed to PHAMA Plus. Hard copy applications will not be accepted. PHAMA Plus will send a confirmation of receipt email in response to your electronic submission. If you do not receive a confirmation of receipt email within two working days, your response has not been received. DT Global and DFAT bear no responsibility for, and make no guarantees, as to the successful receipt of your response. In all circumstances, it is your responsibility to ensure that your response has been received.

Please use the **EBRI Application Template (see Section 3)** to submit your application. Only applications submitted in this format will be accepted.

## Timetable

|  |  |
| --- | --- |
| Date of opening the Call | 13 November 2020 |
| Deadline for questions | 27 November 2020 |
| Deadline for application submission | 13 December 2020 |
| Notice of decision (estimated) | 23 December 2020 |
| Finalisation of application (estimated)  PHAMA Plus will work with successful applicant to address any clarifications that might be needed and finalise the application) | Week of 11 January 2021 |
| Award and contracting (estimated) | Week of 18 January, 2021 |

## Evaluation criteria and scoring

Concepts will be assessed against their alignment to the six selection criteria described below.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Criteria Description** | **Weighting (%)** |
| Relevance | The degree to which the application meets the requirements of the EBRI in terms of addressing COVID-19 vulnerable supply chain challenges and has the potential to achieve results at scale. | 20 |
| Impact | The depth and breadth of expected results: number of beneficiaries reached, exporters and other market players involved, the extent of the social and commercial benefit for these market players.  Are the market actors (growers, processors etc.) impacted by COVID-19 within the supply chain identified and does the initiative demonstrate how these people will benefit?  Are the other market actors (e.g. exporters) identified, and does the initiative demonstrate how they will benefit? | 15 |
| Inclusiveness | The breath of expected impact on women, youth and people living with disabilities. | 10 |
| Feasibility | The delivery capacity of the applicant(s), including the ability to leverage partnerships with suppliers, quality of initiative design and level of risk, capacity for rapid commencement and anticipated time to achieve results; and the potential sustainability of the solution after EBRI funding. | 20 |
| Additionality | The extent to which EBRI funding would be an extra input and lead to greater, or faster impact, or is essential for it to be able to go ahead. | 20 |
| Value for Money | Does the initiative bring value for the investment? What is the cost per beneficiary reached, weighing up the budget including any match funding, against the projected impact, relative to other proposals. | 15 |

## Clarification of queries

For clarifications on the EBRI application process, eligibility and scoring criteria, or for any other information about the initiative, please contact [EBRI@phamaplus.com.au](mailto:EBRI@phamaplus.com.au).

PHAMA Plus will release responses to questions deemed relevant to all applicants via the PHAMA Plus website under ‘FAQ’ on the ‘Export Business Recovery Initiative – Solomon Islands’ page: <https://phamaplus.com.au/about-us/export-business-recovery-initiative-solomon-islands/>

Please log-on with the following details:

* Username: ‘EBRI’
* Password: ‘EBRIuser!2020!’

## Ineligible costs

The following costs will **not** be eligible for EBRI funding: purchase of land or buildings; legal costs; debts and provisions for losses or debts; depreciation costs; interest costs; taxation; items already financed otherwise; currency exchange losses; credits or (advance) payments to third parties not recoverable; major losses incurred which cannot be recovered due to neglect; expenditure over and above the total Grant’s budget as per the contract; human resource (salary and allowances) costs of personnel not attached to the initiative.

## Single Applicant contact point

The applicant will mention a single contact point for all communication in their submission.

## Responsibilities of the Applicant

The successful applicant will enter into a legal agreement with DT Global (PHAMA Plus). The applicant will be responsible for:

* Providing regular updates on the initiative progress;
* Facilitating assessments, field visits etc. by the PHAMA Plus team; and
* Keeping the PHAMA Plus team informed of any challenges/threats that may affect the initiative.

## Due Diligence

Before entering into a formal agreement, PHAMA Plus will conduct due diligence of the applicants which will focus on four areas:

* + - 1. Governance and control;
      2. Ability to deliver;
      3. Financial stability; and
      4. Downstream activity (suppliers, contractors, and sub-contractors).

PHAMA Plus reserves the right to request any clarifications on submitted documents in relation to the above. The contractual agreement will only be signed upon satisfactory completion of the due diligence.

## DFAT Supplier Code of Conduct

Applicants and their subcontractors should ensure that they have read and understood the DFAT Code of Conduct Code and their responsibilities and required compliance level.

## Anti-fraud, anti-corruption, anti-bribery, conflict of interest

All applicants are expected to conform to the highest standards of integrity. Applicants shall read, understand, sign and always comply with the following DT Global codes and policies: Code of Business Ethics and Conduct; Prevention of Sexual Exploitation, Abuse and Harassment Policy; Child Protection.

## Safeguarding and Ethical Behaviour

PHAMA Plus has a strong commitment to the welfare of its staff and program beneficiaries . We have a zero-tolerance approach to harassment, abuse, and sexual exploitation. We seek to ensure we provide an environment which safeguards anyone whom we have contact with, including beneficiaries, staff, and implementing partners.

Applicants are obliged to report in their application if the organisation or any of the members of the organisation:

* Is blacklisted by an International Financial Institution;
* Is a member of a criminal organisation (by any judgement);
* Has a conviction of corruption or fraud;
* Has a conviction of links to terrorist offenses, activities, terrorist financing or money laundering;
* Has a conviction of professional misconduct;
* Has any pending legal cases; and
* Has attempted to enter into competition distorting arrangements.

Failure to report any of the above considerations will result in exclusion of the applicant or, if discovered following award of a grant, cancellation of the agreement and possible other legal remedies.

# Application template

|  |  |  |
| --- | --- | --- |
| 1. **CONTACT DETAILS – LEAD APPLICANT** | | |
| Given Name |  | |
| Family Name |  | |
| Position in the Business |  | |
| Email |  | |
| Phone |  | |
| Address |  | |
| 1. **ORGANISATION DETAILS – LEAD APPLICANT** | | |
| Name |  | |
| Registration Number |  | |
| Industry Sector |  | |
| Country |  | |
| Have you previously received funds or partnered with PHAMA or PHAMA Plus? | Yes / No  *If yes, provide details of the partnership and how will this activity complement the partnership* | |
| Have you received any form of grants, funding and or assistance from any other donor or program in the past 5 years? | Yes / No   * *If yes, provide details including the value of the funding* | |
| Are you an exporter or do you have a partnership with an exporter as part of a supply chain? | Yes / No | |
| If operating in an export supply chain, please list the exporter(s) you work with? |  | |
| What does your organisation do? | *Provide an outline your business activities, what is unique about your product/service (Max 300 words)* | |
| How many employees does your organisation employ? | *MALE* | *FEMALE* |
|  | *FTE:* | *FTE:* |
| What is your annual turnover? | *Please state your approximate annual turnover* | |
| What are your current export markets? (if applicable) |  | |
| Proposed new export markets? (if applicable) |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Please provide details of any partners in the consortium and their role?** | | | |
|  | Partner name: | Profile (including if Private sector, gov, NGO, academia etc.) | New partner?  (YES/NO) | Partner role in this initiative |
| A |  |  |  |  |
| B |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **INITIATIVE DESCRIPTION** | | | | | | | | |  |
| **1.Title of the initiative** *(maximum 10 words*): | | | | | | | | |  |
| **2. Initiative duration**:  *Initiatives must conclude by March 2022* | | | | | | | | |  |
| 2.1. Initiative start date: | | | | |  | | | |  |
| 2.2. Initiative end date: | | | | |  | | | |  |
| Total number of months | | | | |  | | | |  |
| **3.Location:** Please specify location within Solomon Islands for the initiative | | | | |  | | | |  |
| **4.Sector:** | | | | | *Refer to EBRI eligible sectors for the country (RFP Section 1)* | | | |  |
|  | | | **Budget** | | | | | | **Partners Contribution**  **(in cash and in kind- specify)** |
| **5. Funding amount and match funding:** Please state the total amount of funding you are applying for. Please also include any match funding commitments (specify cash and/or in-kind)  [Your text here] | | | **PHAMA Plus :**[Your text here] **(***how much you are requesting from PHAMA Plus)* | | | | | | **Total contribution**  [Your text here]  **Of which:** [Your text here]  **Lead Applicant budget:** [Your text here] **(***pls specify how much from each partner)*  **Partner A:** [Your text here **(***pls specify how much from each partner)*  **Partner B:** [Your text here] **(***pls specify how much from each partner)* |
| **6. Summary of the initiative**: What is the initiative about?  *Please summarise the initiative that you are seeking funding to support delivery for in 5-6 sentences. Do not forget to mention the link to suppliers and also to export market*  [Your text here] | | | | | | | | | |
| **7. What has been the impact of COVID-19 on your business?**  [Your text here] | | | | | | | | | |
| **8. What challenge(s) you are seeking to address with this initiative?**  *(refer to #7 above; see examples of challenges in the RFP document and pick one/more that are relevant. Add Other challenges if not listed in the RFP)*  [Your text here] | | | | | | | | | |
| **9. How will your initiative address this/these challenge/s?**  [Your text here] | | | | | | | | | |
| **10. Workplan (GANTT chart) [***list your activities in here])* | | | | | | | | |  |
| *Key Activities* | | | | | | | | | *Timeline for Completion (Calendar Year Quarter)* |
|  | | | | | | | | |  |
|  | | | | | | | | |  |
|  | | | | | | | | |  |
|  | | | | | | | | |  |
| **11. Who are the target beneficiaries**? *Please provide a description of who will directly benefit from the activity (it can be your workers, suppliers, farmers, logistics providers, etc). and how they will benefit; please refer to women, youth and people living with disabilities if they are targeted by this initiative (*  [Your text here]  Are they   * Individuals (Yes/No) * Households (Yes/No) | | | | | | | | | |
| 11.1. Total beneficiaries reached already: | | | | |  | | | | Notes |
| 11.2. Other market actors that will be involved in this initiative (exporter, service providers etc.) | | | | |  | | | | Notes |
| **12. Environmental impact** | | | | | *Explain how the initiative will impact the environment (positively or/and negatively), and what mitigation strategies will be utilised?* | | | | |
| **13. Economic benefit** | | | | | *What potential commercial, reputational/other benefits would the initiative deliver for you, or/and your consortium partners* | | | | |
| **14. Change at export level:** How much (export, if applicable) revenue will be generated as a result of these activities? (c.150 words)  [Your text here] | | | | | | | | | |
| **15. Indicators for measuring progress:** What indicators will you use to measure progress of your initiative: for social changes and commercial changes?  [Your text here]  How would you collect these data?(c.150 words)  [Your text here] | | | | | | | | | |
| **16. Additionality:** Explain why you cannot solve the problem identified above without PHAMA Plus’ support. Describe the extent to which PHAMA Plus funding would lead to greater/ faster impact, or is essential for the initiative to go ahead (c.150 words)  [Your text here] | | | | | | | | | |
| **17. Sustainability:** Outline how will you ensure the initiative, if successful, continues beyond PHAMA Plus funding? (c.200 words)  [Your text here] | | | | | | | | | |
| **18. Budget and matching funds** | | | | | | | | | |
| Please list the activities and budget allocation to each activity | | | | | | | | | |
| Key activities (from Gantt chart #10 above) | PHAMA Plus budget | Partner 1 contribution | | Partner 2 contribution | | | Total | % | In kind or cash |
|  | *$* | *$* | | *$* | | | *%* |  |  |
|  | *$* | *$* | | *$* | | | *%* |  |  |
|  | *$* | *$* | | *$* | | | *100%* |  |  |
| *TOTAL* |  |  | |  | | |  |  |  |
| **19. Risks and Mitigation** | | | | | | | | | |
| Please identify the main risk for this proposed activity(s) and any plans to mitigate those risks | | | | | | | | | |
| Risk | | | | | | Mitigation strategy | | | |
|  | | | | | |  | | | |
|  | | | | | |  | | | |
| **20. Similar Activities** | | | | | | | | | |
| Please describe any other similar activities that are happening in your selected country and how will your work complement these? | | | | | |  | | | |
| **21. Future opportunities to scale (growth)** | | | | | | | | | |
| Please describe any future opportunities to scale if the initiative is successful? | | | | | | *Are there any ideas around options for future scale up? If yes, please describe your ideas and options for future scale up?* | | | |